

STATEMENT OF WORK

TITLE, SERIES, GRADE

**Special Assistant for the Office of Public Affairs
AD-0301-00-00**

ORGANIZATION

**U.S. Environmental Protection Agency
Office of the Administrator, Office of Public Affairs
Washington, DC**

TITLE AND GRADE OF SUPERVISOR

Associate Administrator, ES-00

STATEMENT OF RESPONSIBILITIES

Serves as Special Assistant for Public Affairs and in this capacity, the incumbent:

Incumbent is responsible for planning, organizing, and carrying out program assignments to maintain, improve or create systems and programs directly related to the activities and events associated with the Press. Applies practical knowledge and skill to identify new methods, approaches, or procedures to eliminate and avoid all negative concerns, issues and/or perspectives regarding the operations of staff throughout the Office. Work closely with senior staff members to ensure changes and set timeframes are feasible, effective, and timely. Outcomes are expected to create immediate results and have long-term impact.

Works with representatives of the various media to make it possible for the public to obtain information about the Agency's activities and encourages these representatives to use the materials produced by the Agency. Briefs reporters, editorial writers, and newspaper columnists on material related to EPA programs.

Analyzes public reaction to activities of the Agency through local press comments and by means of discussion with representatives of local media and organized groups and reports findings and provides conclusions to program officials and his supervisor.

Coordinates and schedules press interviews for the EPA Administrator, Deputy Administrator and other senior EPA officials.

Performs other related duties as assigned.

SPECIAL ASSISTANT FOR THE OFFICE OF PUBLIC AFFAIRS

INTRODUCTION

The Special Assistant for the Office of Public Affairs assists the Associate Administrator and Deputy Associate Administrator for Public Affairs and other senior officials on media relations and other communications aspects of the Agency's programs and activities.

DUTIES AND RESPONSIBILITIES

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